

May 14, 2002

Email to all registered attorneys

Subject: Important E-Filing Information

Notes from the United States District Court, Western District of Michigan's CM/ECF Help Desk

You should know that.....

...once an attorney is registered, NO paper copies of opinions, orders, notices, etc. will be sent from the Court on any case in the CM/ECF system in which that attorney is involved.

See Local Civil Rule 5.7(h)(ii). ALL Court-initiated filings will be transmitted via e-mail generated by the system to the registered attorneys. (Non-registered attorneys will continue to receive paper copies of filings from the Court, sent via U.S. Postal Service.)

...you can control which e-mail addresses you'd like the system to send e-mails to.

The Court will enter the address provided on your E-Filing Registration form as the primary e-mail address. Once registered, you can add additional addresses or take away those additional addresses at any time.

For example, the Court recommends that each attorney set up a central repository e-mail address so that others can access the Court's e-mail. This is a safeguard so that someone in your office gets notified of Court action, even if you are not in the office and your secretary has the day off. We've found that attorneys typically also add their secretary, a legal assistant and/or a paralegal (and sometimes another e-mail address that appears to be a personal or home account). Keep in mind that adding additional e-mail addresses to your account sends those people e-mail for every filing in every case in which you, the registered attorney, are involved.

If partners or associates would like e-mail notification in a case, the Court suggests that they register separately and file an appearance in the particular case.

...your e-mail can be accessed and changed at any time.

For example, if you are taking a three-month trip to your summer home and want to

receive notification at that e-mail address during that time, simply log in to the system and change your (or add another) e-mail address when you leave, and change it back when you return.

To access your e-mail information, Click Utilities on the blue menu bar at the top of your screen. Click Maintain Your Account. At the bottom of the screen, click the E-Mail Information button. On that screen, you'll have the opportunity to add additional e-mail addresses. Click the little box to the left and add the additional address(es) in the larger box to the right.

...you can monitor another case.

For example, the rulings in another Western District of Michigan case may affect your case. You want to be immediately notified when something happens in that other case, even though you are not directly involved in that case. You can!

When accessing your account (Utilities, Maintain Your Account, E-Mail Information), note that approximately half-way down the screen, there is a Send Notices in These Additional Cases statement. Click the little box to the left of that statement, and in the larger box to the right, enter the case number(s) for the case(s) you want notification in. Your notification will be "silent," meaning your name will not appear as a recipient on the Notice of Electronic Filing that is generated when things are filed in that case, but you will receive e-mail notification of each filing. When you are done monitoring, simply re-access your E-Mail Information and remove the particular case number.

We will periodically send e-mails to keep you updated on what is happening with electronic filing. If this is the first time you have received this informational e-mail from the CM/ECF Help Desk, you may have missed some helpful information that we want to share with you. To review any prior topics covered in Help Desk e-mails, visit our web site at www.miwd.uscourts.gov. Click the Electronic Filing link, then click ECF Tips and Helpful Information.

**CM/ECF Help Desk
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